

# Staff Health and Wellbeing Policy



## Rationale

- All Glen Waverley Secondary College community members have the right to participate in a learning environment which is safe, supportive and inclusive of their individual needs.
- Our staff is our most valuable resource. Their health and well-being is important to us as individuals as well as vital in the optimum delivery of programs for students.

## Aims

- To develop a staff that values their individual health and well-being.
- All staff are to be treated with respect and dignity in an environment which promotes positive relationships, values diversity and supports the health and wellbeing of all members.
- The College will, so far as is reasonably practicable, take action to promote health, safety and wellbeing and prevent workplace injuries and illnesses in the workplace.

## Policy objectives

- To raise awareness within the workplace about issues that impact on health and wellbeing,
- To promote a positive and equitable workplace environment where mental health and wellbeing is supported
- To promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace
- To support employees to understand their obligations to work within the OHS guidelines (eg safe manual handling procedures)

## Policy actions

The College will work towards achieving our objectives through:

- Incorporating Staff Wellbeing sessions into the professional learning program
- Ensuring all staff complete the mandatory OHS online modules
- Informing staff about the Edusafe reporting system for near misses and incidents
- An active Occupational Health and Safety committee will ensure that staff's working conditions comply with acceptable standards, codes of conduct and practices.
- All staff will be offered \ free inoculation against influenza annually.
- Staff will be encouraged to seek additional support as required from DET Employee Safety and Wellbeing Branch on (03) 9097 1085.

## Policy communication

- All employees will be made aware of this policy and its provisions via staff meetings, notice board, intranet, email, and induction.

**References:**

<https://deecd.lms.elmolms.com/>

<https://edugate.eduweb.vic.gov.au/Services/HR/LDU/Respectful-Workplaces/Pages/eLearning%20Modules.aspx>

<http://www.education.vic.gov.au/hrweb/safetyhw/Pages/employeeservices.aspx>

This policy is to be read in conjunction with the following policies:

- DET OHS Policy,
- GWSC Prevention of Bullying in the Workplace Policy
- GWSC Equal Opportunity and Anti-Harassment Policy
- GWSC Anti-Bullying Policy'

**Review**

- This Statement will be reviewed every three years.
- This Statement was re-ratified in February 2018.
- Next review in February 2021.